



**POSTING #20
(Anticipated)**

THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity/Affirmative Action Employer

- DATE OF POSTING:** **March 4, 2019**
- POSITION:** Account Clerk
- SALARY:** \$14.51 per hour (Step 1) - \$21.00 per hour (Step 11)
Salary determined from the School-Related Personnel (SRP) agreement
- ASSIGNMENT:** Food Services
- HOURS:** 7 hours per day – 11 month position
- CLOSING DATE:** **March 18, 2019**
- MINIMUM QUALIFICATIONS:**
- A. Graduation from high school or possession of an equivalency diploma and one year of experience maintaining financial accounts or records; OR
 - B. Graduation from high school or possession of an equivalency diploma and six semester credit hours in accounting or equivalent post-secondary education; OR
 - C. Two years of experience maintaining financial accounts or records: OR
 - D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.
- BRIEF DESCRIPTION OF DUTIES:** This is clerical work involving responsibility for performance of standard account-keeping practices in maintaining and checking financial accounts and records, including keyboarding.
- APPLY:** ***The successful candidate must take, pass and be reachable on the “List of Eligibles” for the Rensselaer County Civil Service examination for Account Clerk.*** All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualifications, and submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application and Rensselaer County Civil Service application (available on the district website) by **March 18, 2019** to:
- Marissa Cannon
Director of Human Resources
East Greenbush Central School District
29 Englewood Avenue
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

Notice of Non-Discrimination Policy

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.